

Whole School Behaviour Policy and Procedures Including Rewards and Sanctions

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1. Introduction and Policy Statement:

At Cranford House School, our community is based upon mutual respect, good manners and fairness. We are committed to providing a happy, safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop to his or her full potential. We expect our pupils to treat members of staff with courtesy and co-operation and vice versa, so that teaching and learning take place in a relaxed but orderly atmosphere. All pupils should care for and support each other and be encouraged to adopt the highest standards of behaviour, principles and moral standards.

These aims and the broader policy adhere to the DfE Guidance on Behaviour and Attendance and in particular *'Behaviour and Discipline in Schools'* (January 2016.); *'Ensuring Good Behaviour in Schools'* (September 2012); and the Departmental advice: *'The Equality Act 2010 and Schools'* (May 2014). The DfE regulations provide the Headmaster and staff with the power to discipline pupils for their behaviour in school and, in some circumstance, outside of school. This includes the power to impose detention outside school hours and to confiscate pupils' property.

The following document must be read in the knowledge that reasonable adjustments will be made for pupils with Special Educational Needs and/or Disabilities, according to the Equality Act 2010, and the subsequent Government guidance of May 2014. The nature of the SEND will determine the adjustments. For more detail on these areas please refer to the **'Whole School Special Educational Needs Policy'** and the SENCo. In line with Government legislation, neither corporal punishment, the threat of corporal punishment, nor any punishment that may adversely affect a child's well-being, is used at Cranford House School. The Policy is written with due regard to the duty of proprietors, under section 7 of the Education (Independent Schools Standards) Regulations to ensure that arrangements are made to safeguard and promote the welfare of pupils.

This Policy should be read in conjunction with the following related documents:

- **'Whole School Physical Intervention (Restraint) Policy'**
- **'Whole School Safeguarding (Including Child Protection) Policy and Procedures'**
- **'Whole School Anti-Bullying Policy and Procedures'**
- **'Pupil Sanctions Record Policy'**
- **'Whole School Special Educational Needs Policy and Procedures'**
- **'Whole School Equal Opportunities Policy for Pupils'**
- **'Reasonable Adjustments for Pupils'**
- **'Whole School Exclusion Policy and Procedures'**
- **'Whole School Policy for Pupils' Use of IT, Smartphones and other Digital Devices'**

Whole School Behaviour Policy and Procedures Including Rewards and Sanctions - Aims:

- To support the smooth running of our community based on mutual respect, good manners and fairness.
- To provide a happy, safe and caring environment that is free from disruption, violence or any form of harassment so that every one of our pupils can develop their full potential.
- To promote the highest standards of behaviour, self-discipline and respect so that the School is a place where effective teaching and learning can take place and all members of the School community can feel safe and appreciated.
- To encourage the personal and moral development of pupils in line with the School values and assist in the forming of positive relationships within the School community.
- To prevent bullying so that all members of the School community feel valued and confident.
- To ensure that pupils complete assigned work.
- To ensure that pupils respect the property of each other and the School.
- To regulate the conduct of pupils so that they allow themselves and others to benefit from all the opportunities offered at the School.

3. Promotion of Positive Behaviour - Whole School Codes of Conduct:

In practice, our Codes of Conduct and Rewards and Sanctions Systems are designed to help all members of our community to value and appreciate one another, irrespective of age, gender, creed, race or sexual orientation and to acknowledge that everyone has an important role to play within and beyond School.

The Codes of Conduct ('Golden Rules' for Junior Pupils and 'Every Day Rules' and 'Code of Behaviour' for Senior School Pupils) clearly outline our expectations and give positive guidance as to the expected standards of behaviour. We have clear systems for rewards and sanctions. Our intention is always to deal with any behaviour problems in a fair and consistent manner, thus engendering mutual respect amongst all members of our community.

Through the Codes of Conduct we aim to:

- enable all pupils to develop into rational, caring, confident and independent individuals in an environment where they work hard and enjoy reaching their full potential;
- provide an environment which enables an atmosphere of mutual respect for each other's needs as human beings;
- develop within the children an understanding that they have responsibility for their own behaviour through assemblies, Personal, Social, Health, Citizenship and Economic Education (PSHCEE), Form Time and other events and activities;
- demonstrate to the children positive behaviours and give them clear guidelines and expectations;

- involve parents alongside the school in the development of their child's behaviour;
- be fair and consistent in dealing with behaviour around the school, taking into account any issues related to special educational needs or disabilities;
- develop children's awareness of their responsibilities towards themselves and others;
- reward and encourage positive behaviour.

3.1 Every Day Rules – Senior School:

Each Form has a copy of these rules on their form noticeboard. Form Tutors should work through this document with their forms to ensure a full understanding.

These rules should be discussed in form time at the beginning of the year and then displayed on the form's noticeboard.

Timekeeping:

- Arrive in your form room by 8.30 am and in teaching rooms by 1.50 pm for registration.
- If you arrive late, sign in the late book.
- Leave School promptly at 4.15 pm unless you have an after school activity or have informed the Office that you will be attending Homework Club.
- If you need to leave School during the day, sign out in the School Office. Never leave School without permission.
- Always be on time to lessons.

Uniform:

- Always wear proper uniform (see uniform list).
- Unless you have special permission, come to School in uniform and go home in uniform.
- You may wear one stud in each ear lobe and a wrist watch. No other jewellery is allowed.
- Earrings must be removed for PE lessons.
- Never wear coloured nail varnish or make-up. Year 11 pupils are allowed to wear coloured stud earrings and subtle make-up.
- In Years 7 to 10 long hair must be tied back at all times (Year 11 pupils can wear their hair loose). Do not use colours in your hair.
- If you damage your uniform, mend it promptly.
- Make sure every item of uniform is clearly marked with your name.

Possessions:

- Keep valuables on your person at all times. Never leave money unattended.
- Ensure any possessions are locked away safely in your locker.
- All of your possessions, including pencil cases, calculators, and phones must be marked clearly with your name.
- Never borrow another girl's or staff's possessions without their permission. If you bring valuables to School, you are responsible for them.

The Following should NEVER be brought into School:

- Chewing gum.
- Illegal substances.
- Weapons.
- Aerosols.

Lessons and Homework:

- Hand homework in promptly.
- Make sure that you bring everything you need to all your lessons.
- Keep your planner properly and have it signed regularly.
- Go to the toilet at break or lunchtime, not during lessons.
- Tidy your classroom after every lesson, and keep your Form Room tidy.

Break and Lunchtime:

- Pupils may go to their Form Rooms at break. Snacks may be eaten in Form Rooms and designated spaces as agreed by the relevant Head of Year. All pupils are responsible for disposing of their litter in the correct bin. Form Captains and Vice Captains have the responsibility to ensure their Form Room is kept tidy.
- Eat your lunch in the dining room. Please do not picnic outside at lunchtime to avoid encouraging vermin.
- Do not bring chewing gum to School at all.

Last but not least:

- Make sure that you know the Code of Behaviour thoroughly, and that you understand it.

3.2 Code of Behaviour – Senior School:

As a School we recognise that good interpersonal relationships are the key to development, progress and well-being. The School is a community in which all members should treat each other with respect at all times.

We all aim to treat other people, as we would wish to be treated ourselves.

How Pupils should treat each other:

We should like pupils to:

- * be aware of the feelings of others and listen to their opinions;
- * be positive in their dealings with others and never put them down;
- * offer support to anyone who is unhappy;
- * respect the differences between people, whether physical, social, racial or religious;
- * be polite and courteous, even to people they do not like, remembering basic courtesy like holding doors open for the people behind;
- * be especially considerate of younger pupils and respectful of older pupils;
- * be careful with use of phones and IT communication and not take or circulate anyone's photograph without her permission;
- * be careful not to use language which could cause offence to others;
- * respect the property of other people; to hand in lost property and not tamper with other people's work or possessions;
- * respect the environment that we work in; to keep it clean and pleasant;
- * respect the need for peace and quiet, especially during examinations;
- * allow others to learn by not disrupting lessons and thinking before asking for attention;
- * remember that some pupils will be supervising others as prefects, on duty, or running activities. All pupils should respect their authority and there should be mutual politeness and respect. Pupils in supervisory roles should be reliable and punctual and remember their job description and guidelines;
- * support each other to keep to this code.

Behaviour which is against this Code should not be tolerated. Bullying, threatening behaviour, cheating, stealing, dishonesty and discrimination are serious offences and must be reported. Less obviously serious cases can be talked through with Form Prefects, Form Tutors, Heads of Year, Head of Pastoral Care or any teacher to whom you feel you can relate. Never feel that talking to a teacher is wrong.

How Staff should treat Pupils:

We should like staff to:

- * treat all pupils equally and with respect, not pick on individuals or show favouritism;
- * be firm, fair and listen;
- * be consistent in picking up offences e.g. against the uniform code and reporting them; through using the agreed practices e.g. writing in Planner;
- * be polite, courteous and approachable;
- * encourage and support the pupils to achieve their potential, using praise whenever deserved
- * be patient;
- * try to offer personal support when required and be discreet about pupils' personal problems without offering total confidentiality;
- * take account of the pupils' feelings, especially with regard to sensitive issues such as discussing examination marks, using pupil's work as examples and wording on reports;
- * respect all differences between people;

- * know and understand the rules and codes of the School and lead by example;
- * create and maintain a pleasant environment;
- * appreciate the implications for the pupils of their decisions and actions;
- * ensure that lessons and activities start and finish on time;
- * stick to the homework timetable;
- * give appropriate feedback to the pupils about their work as soon as possible;
- * remember how hard the pupils work, how many deadlines they have to meet, and that they need to have social time.

How Pupils should treat all Staff (Teaching and Non-Teaching):

We should like pupils to:

- * be polite, courteous and respectful, which includes using title and surname when addressing staff;
- * be positive and co-operative over requests and instructions;
- * be pleasant but not over familiar;
- * take responsibility for their own learning;
- * be well organised, bring appropriate equipment to the lesson and be ready to start on time;
- * pay attention in class and complete their homework as well as they can;
- * let the teacher know if there are problems with the work and be appreciative of extra support that is given;
- * excuse themselves properly in advance if they know that they need to miss a lesson;
- * remember how hard all members of staff work and that they need breaks too;
- * realise that a teacher cannot always be immediately available.

The Wider Community:

When travelling to and from School, and when out of School on trips or other activities, we should aim to treat members of the public as we ourselves would wish to be treated. Remember that people's opinions of the whole school will be shaped by our behaviour.

We should like pupils to:

- * be polite and courteous at all times;
- * be considerate of others by not blocking the pavement, or leaving bags in inconvenient places;
- * respect other people's property, by not dropping litter, or sitting on garden walls;
- * behave in an orderly manner on the school bus and public transport'
- * wear the uniform in the proper way. Sexualising the uniform attracts the wrong kind of attention, as does inappropriate clothing when not wearing uniform.

Above all, we want our school to be a friendly, welcoming and happy place, where each girl can do her best and become confident about herself, and where the staff and the pupils feel happy to work.

3.3 'The Golden Rules' – Junior School:

In EYFS and Years 1 and 2, the 'Golden Rules' are:

- 1 Always treat other people as you would like to be treated.
- 2 Always be polite and well-mannered to both adults and children.

- 3 Always ensure that you are neat and tidy.
- 4 Always be responsible for yourself.
- 5 Always make sure playtimes are happy and safe for everyone.

In Years 3 to 6 the 'Golden Rules' are:

- 1 Always treat other people as you would like to be treated:
 - a) Be kind, thoughtful and helpful
 - b) Respect other people's views and property.
 - c) Think before you say things.
- 2 Always be polite and well-mannered to both adults and children:
 - a) Have an awareness of others around you. (e.g. hold doors open for others)
 - b) Have good manners at all times
 - c) Always say 'please' and 'thank you'.
- 3 Always ensure that you are neat and tidy:
 - a) Wear the correct uniform at all times
 - b) Tie your hair up if it is shoulder length or longer
 - c) Ensure that you do not wear nail varnish.
- 4 Always be responsible for yourself:
 - a) Be responsible for your own belongings
 - b) Always have the correct equipment for lessons
 - c) Be punctual and ready to learn.
- 5 Always make sure that playtimes are happy and safe for everyone:
 - a) Put litter in the bin
 - b) Keep yourself and other safe
 - c) Remember to follow the Golden Rules at playtime.

4. The Rewards System - Junior School:

Reception, Year 1 and Year 2 Awards: Awarded at End of Term Assembly.

A selection of cups and awards are awarded in the End of Term Assemblies and at the annual Prize Giving Ceremony.

Reception Pupils:

Certificates are given to all Reception children, related either to excellent work, or progress in their seven EYFS areas of learning:

- Communication and Language;
- Physical Development;
- Personal, Social and Emotional Development;
- Literacy;
- Mathematics;
- Understanding of the World;
- Expressive Art and Design.

Years 3 to 6 Awards:

A selection of cups and awards are awarded in the End of Term Assemblies and at the annual Prize Giving Ceremony.

House Points:

Pupils are divided into four Houses: Chestnut, Willow, Maple and Beech and House Points may be awarded for extra effort, an especially good piece of work, showing initiative, helpfulness, etc. A Headmaster's Award (see below) may also be given, which is worth five House Points. These Awards are presented at the end of each term.

Headmaster's Awards:

A Headmaster's Award for outstanding work may be awarded. The Headmaster is available weekly at a set time for pupils to receive their Headmaster's Award sticker and discuss the reason for its award. A certificate is presented in assembly. EYFS pupils are also awarded Headmaster's Awards.

'Wow Awards' and House Points:

'Wow' awards are given on occasions when a member of staff feels a 'wow', e.g. when someone impresses them, with a kindness, a brilliant idea, quick response, obedience, lining up in silence when others are not, picking up litter, bringing things into lessons, being thoughtful and aware of others etc.

House Points are reserved for 'bigger' things such as work, effort, reaching a target, impressive progress, points on the Code of Conduct seen to be followed often. House Points are seen as something to aim for, not a reward that is easily obtained. Staff are reminded to recognise all pupils for House Points, not just those who are top sets, first to put their hands up, more vocal than others etc. In this way, the rewards system is significant in recognising and motivating 'middle ability' pupils in particular.

5. The Rewards System – Senior School:

Verbal:

Nothing is better than an instant ‘pat on the back’ with a verbal reward.

This method is used continually when relevant throughout the school both in and out of class. In some instances, it may be announced in Assembly. Pupils are often rewarded during Assembly for achievements they may have had outside of school (e.g. Horse Riding or Swimming).

House Points:

Rewards in the form of House Points are awarded by staff and entered onto 3Sys for tracking purposes. Good behaviour, good work, good effort and good citizenship all attract one House Point.

Head Pupils’ Award:

The Willow Award is awarded by Year 11 Pupils to a pupil they feel upholds the Cranford Values in every way. This is awarded half termly. The Spirit Award is awarded by Year 11 pupils to a pupil they feel is always enthusiastic and keen to take part. This is awarded termly.

Headmaster’s Award:

A Headmaster’s Award for outstanding work may also be given, which is worth 5 house points, and a certificate is presented to the pupil.

The Headmaster is available weekly at a set time for pupils to receive their Headmaster’s Award sticker and discuss the reason for its award.

Commendation Postcards:

A Postcard of Commendation may be sent directly to the pupil’s home by post by any member of staff. It would be awarded for exceptional work or deed performed by the pupil that would be over and above the usual. It should be spontaneous and individual to the child and the subject.

End of Term Awards:

At the end of every term, a Senior and Junior Awards Assembly is held. Pupils are rewarded with prizes, cups, trophies, medals, colours and certificates for all subject areas. Some prizes are awarded in collaboration with the pupils, thus allowing the voice and opinions of the pupils to be heard and respected.

End of Year Prize Giving:

At the end of every year, Prize Giving takes place. This is a formal event for parents and pupils alike with prizes awarded for academic excellence, good progress, hard work, subject excellence, subject dedication, recognition of service to the school and recognition of individual achievements and individuality.

6. Behaviour and Sanctions Policy and Procedures - Junior School:

The behaviour of pupils in the Junior School is governed by the Codes of Conduct which pupils are reminded of at the start of each term and which are permanently displayed in each classroom. The Codes of Conduct were created in consultation with the School Council and are reviewed regularly. They are founded on a basic premise of respect for others, common courtesy and the efficient running of the school. Good behaviour is expected of all the pupils.

6.1 Aims:

- To ensure the highest standards of behaviour from pupils;
- To assist in the forming of positive relationships within the School community;
- To ensure that pupils and staff respect each other;
- To ensure that pupils respect the property of each other and the School;
- To ensure that pupils and staff are safe in the School.

Pupils are expected to know and follow the Codes of Behaviour; these are revised annually and discussed through PSHCEE lessons, the School Council and Form Time.

Pupils are expected:

- To be punctual for lessons and other activities;
- To have the required equipment for activities;
- To wear their uniform correctly;
- To pay attention in class and concentrate on the task set; if the teacher requests silence, the pupils are expected to comply;
- Not to do anything that will distract other pupils from their work or disrupt the lesson;
- Not to call out in lessons and to respect others by talking one at a time;
- To excuse themselves in advance if they need to leave the class for a music lesson, or other reason;
- To move calmly and sensibly around the campus;
- To ensure that these principles are adhered to by all pupils, a consistent approach is needed by all teaching staff.

6.2 Sanctions in the Junior School:

The Codes of Conduct are designed to reinforce and encourage positive behaviour. The School has a Sanctions System which helps us to manage challenging behaviour. If a pupil's behaviour gives cause for concern then the member of staff should discuss this with the Assistant Head (Junior School) or a Head of Key Stage. The pupil's parents will be informed if it is felt to be a serious incident.

Sanctions will be given as follows:

- a. Pupil receives a warning from a member of staff for a minor misdemeanour.
- b. A second warning is issued, followed by a 'time out' period. If the incident occurs during playtime, there will be a 'time out' period during which the pupil will stay with the teacher or teaching assistant on duty to give them time to consider their behaviour.

In the event of the warning and/or 'time out' not bringing about an improvement, or in the event of more serious behaviour which would endanger the safety and security of the school community, the following sequence of sanctions will apply:

1. The incident is recorded on 3SYS. The pupil is kept in that or the following breaktime as appropriate. Parents are notified at the end of the day.
2. The incident is recorded on 3SYS. The pupil is referred to a member of the Junior Leadership Team (JLT) and appropriate sanctions are given. Parents are notified and this is followed up with an email to parents from a member of JLT.
3. The incident is recorded on 3SYS. The pupil is referred to the Assistant Head (Juniors) and appropriate sanctions are given. Parents are notified and this is followed up with an email to parents from the Assistant Head (Juniors).
4. The incident is recorded on 3SYS. The pupil is referred to the Assistant Head (Juniors) and appropriate sanctions are given. Parents are notified and invited in to attend a meeting with the Assistant Head (Juniors).
5. The incident is recorded on 3SYS. The pupil is referred to the Headmaster and appropriate sanctions are given. Parents are notified and invited in to attend a meeting with the Headmaster.
6. The incident is recorded on 3SYS. The pupil is referred to the Headmaster again and appropriate sanctions are given. Parents are notified and invited in to attend another meeting with the Headmaster. The Governing Body is informed.
7. The incident is recorded on 3SYS. The pupil is sent home for longer periods with a staggered return. The Governing Body is involved.

If a pupil's behaviour warrants it, the following sanctions may be used:

- Completion of work left unfinished through inattentiveness in class, as extra homework
- Repeating inadequate or messy homework
- The completion of a late homework slip for unexplained, overdue homework
- The pupil exhibiting the inappropriate behaviour may write a letter of apology, or make a personal apology, to the person(s) affected by this
- A pupil may spend part of a break/ lunch time under the direction of a member of JLT.
- Withholding attendance at a special event or school trip

All these events will be recorded by the teacher, Form Tutor, or member of JLT involved. Regular pastoral team meetings take place, attended by the form tutors, Assistant Head (Juniors) (who is a deputy Designated Safeguarding Lead), Heads of Key Stage and SENCo in which any behavioural issues are discussed and any patterns identified.

The well-being of pupils is paramount and therefore any support needed to assist a pupil is considered and the implementation of this support agreed. It is understood that unexpected poor behaviour can be a symptom of unhappiness and/or a cry for help and, therefore all possibilities are considered for the root of this behaviour, such as bullying, abuse, mental health, SEND etc. The Behaviour and Sanctions Log is reviewed on a half-termly basis by the Headmaster and SLT.

There may, of course, be occasions when the Headmaster will feel that an incident requires action other than that stated in this sanctions system.

It is important for children to learn that they must have regard for others and that they must be responsible for their own actions. Most children need some help in learning to socialise and to modify their behaviour to a greater or lesser degree before they understand what is acceptable behaviour and to find a framework in which they can be helped to think about and reflect upon what they do. Transition meetings take place during the Summer Term prior to the move-up of pupils and this also includes those moving from the Junior to the Senior School. Pupils moving up into the Senior School are given a 'clean slate' and start their Senior School education with no minor misdemeanours recorded on 3SYS.

7. Behaviour and Sanctions Procedures - Senior School:

The behaviour of pupils in the Senior School is governed by two documents (Every Day Rules and the Code of Behaviour) which pupils are reminded of at the start of each term and which are permanently displayed in each classroom. The Code of Behaviour was created in consultation with the School Council and is reviewed regularly. It is founded on a basic premise of respect for others, common courtesy and the efficient running of the School. Good behaviour is expected of all the pupils.

The main areas covered by the Code of Behaviour (the Code) are:

- Treating others as pupils would expect to be treated themselves;
- Recognising bullying and what to do if a girl is subject to it;
- How staff should treat pupils;
- How pupils should treat staff (teaching and non-teaching) and Year 11 pupils on duty;
- How pupils behave in the wider community;

The main areas covered by the Everyday Rules (the Rules) are:

- Punctuality;
- Procedures for leaving School during the day;
- Uniform;
- Jewellery;
- Hair;
- Use of IT and mobile phones;

- Keeping belongings safe;
- Respect for belongings of others;
- Handing in homework on time;
- Respect for classrooms and School environment;
- Chewing gum;
- Behaviour at break and lunchtime.

All the staff take responsibility for upholding behaviour in the School and ensuring pupils are challenged whenever they break the Rules or Code.

Where pupils break the Code or Rules, in the first instance they are reminded why their behaviour contravenes the Code or Rules. It is only when the behaviour continues that the School disciplinary procedures are then put in place.

To help the Heads of Year and Senior Leadership Team to monitor the behaviour of pupils across the school and deal with persistent offenders, it is important that behaviour incidents both inside and outside the classroom are recorded electronically via 3SYS.

7.1 Subject Staff:

Lunchtime detentions given by a Head of Department are the standard sanction for missing two pieces of homework in a subject.

In the classroom, the following procedure is used by staff to deal with inappropriate behaviour:

1. In the first instance a girl is told of unacceptable behaviour and warned that a repeat will result in a red comment in her Planner.
2. As the behaviour improves the girl is praised. If there is a repeat the girl should be moved within the classroom, a red comment made in her Planner and the girl warned that a further repeat will result in a lunchtime detention.
3. If the behaviour persists beyond this warning, the girl is given a lunchtime detention which is also recorded in her Planner.
4. If these sanctions are ineffective in a lesson, the girl is removed from the lesson and sent to the Deputy Head or Head of Pastoral Care.

Ensure a record of the inappropriate behaviour and sanction is added via 3SYS on the same day as the incident took place.

7.2 All Staff:

Outside the classroom, it is the responsibility of all staff to ensure that behaviour or uniform infringements are addressed. The pupil should be told of the unacceptable behaviour and it should be recorded electronically in 3SYS. For serious breaches the pupils should be sent straight to the Deputy Head or Head of Pastoral Care.

7.3 Form Tutor:

- When you see red comments in Planners ask searching questions and try to identify any problems;
- If you see more than one or two red comments about late or missing homework in a two week period report the girl to the Head of Year;
- If the problem persists keep the Head of Year informed.

7.4 The Head of Year:

Has a variety of approaches to manage behaviour including:

- Talking to a girl;
- Contacting parents;
- Asking Form Tutor and parents to do a daily check of Homework Diary;
- Monitoring progress on a daily or weekly basis;
- Lunchtime detentions may be used by Heads of Year when pupils have missed a number of homeworks across a range of subjects;
- On the third instance of inappropriate behaviour around School or uniform infringements the Head of Year will issue a lunchtime detention where the girl is reminded of the Code and Rules and undertakes to improve her behaviour;
- If necessary giving the girl a formal, after school detention;
- Inform the Head of Pastoral Care, Deputy Head and Headmaster if parents have been contacted in case we get a phone call and Head of Year is not available.

7.5 Sanctions:

The following sanctions are used by the School in instances of inappropriate behaviour:

Writing in a Pupil's Planner:

This is used to inform parents of instances of poor behaviour in lessons or when a girl is given a lunchtime detention. Comments should be written in red.

3SYS:

This is used for recording infringements of the School rules, additional sanctions should still be put in place by subject staff to tackle poor behaviour, but this electronic record allows running totals to be kept and monitored by the pastoral team to ensure consistency of approach and to allow for patterns to be identified.

The Head of Year will use this record to set additional detentions as outlined above. Persistent infringements are referred to the Head of Pastoral Care and result in the removal of free time.

Lunchtime Detention:

These are given if a girl's poor behaviour in a lesson persists or if a girl breaks the Code or Rules on a number of occasions, particularly in light of work-related issues. A lunchtime detention should also be set for two missed pieces of homework in the same subject or three missed homeworks across all subjects. Mitigating circumstances will be taken into consideration.

Lunchtime detentions are held on Fridays in the Junior Stem Room, between 12.45 pm and 1.15 pm. If a lunchtime detention has been set, details must be completed on 3Sys, so that the Head of Department or Head of Year/Head of Pastoral Care on detention duty knows which pupils should attend and what work should be completed during detention. Make sure that the girl knows where to go, on what day and what she is expected to do.

After-School Detention:

Only Heads of Year, the Head of Pastoral Care and members of SLT may give a formal after school detention. If you feel that the girl's behaviour merits this, please talk to her Head of Year. A slip is sent to parents informing them of the reason as well as the time and date of the detention.

After school detentions are held on Wednesdays in the Junior Stem Room start at 4.15 pm and may finish at any time between 4.45 pm and 5.30 pm depending on the seriousness of the offence.

A member of SLT will supervise this detention and so the Deputy Head or Head of Pastoral Care must be made aware if an after school detention has been set.

To set an after school detention enter the girl's details in the detention book held at reception in Moultsford House and fill in the Detention Letter, including the reason the detention has been given. Tell the girl to go to the School Office for her letter, which she must take to the Headmaster for signature (the Deputy Head if the Headmaster is not in School) and then take it home. Her parents sign it and send it back to School. If necessary write a letter to the parents explaining why the detention is necessary. Allocate the girl a task to be done during the detention and make sure that the girl knows where to go and what she is expected to do.

7.6 Specific Behaviour Procedures:

Staff deal with many minor incidents of unacceptable behaviour all the time via the procedures outlined above but support or alternative actions may be needed in certain cases.

- **Drugs and alcohol:** Any girl suspected of being in possession of cigarettes or alcohol on the school premises should be sent to the Headmaster, or, if he is not in school, the Deputy Head, Head of Pastoral Care or other member of SLT. Possession of illegal drugs in School is rare but is treated as a very serious offence and may result in permanent exclusion.
- **Cheating in examinations or formal tests:** If an invigilator has concerns that a girl has cheated in a school examination or formal test, the Head, Deputy or Assistant Head (Academic) should be informed immediately and a note written on the exam paper to inform the subject teacher.

If, following enquiries, it appears that cheating has occurred, the Head/Deputy/Assistant Head: Academic will speak to the girl(s) concerned, her paper will be cancelled and her parents informed.

If cheating is discovered after the examination has taken place, perhaps because of similarities between scripts discovered when marking, the Head/Deputy/Assistant Head (Academic) should be informed and enquiries will be carried out as above.

- Insolence, serious disobedience, rudeness to a member of staff: Report the matter in detail at the earliest opportunity to the Head of Pastoral Care or Head of Year, in writing if possible. A detention may be given at this stage;
- Misuse of computers: If a girl hacks into another pupils' user area, or is found to be using the Internet for inappropriate purposes, she should be reported to Head of Year and the Deputy Head. The Network Director will assist investigations if asked. All pupils and their parents have signed an IT Code of Conduct;
- Rudeness to other pupils: please do not tolerate this. If there is a serious problem please report to Head of Year;
- Theft, damage to property (including graffiti): If culprit is known, report to Head of Year. If not, please report to the Head of Pastoral Care. Problems of this nature usually lead to enquiries with more than one year group. Pupils who are known to have caused damage are asked to pay to have it put right;
- Misuse of mobile phones: All mobile phones must be switched OFF (not just to silent) and handed in to the School Office on arriving in School. For pupils in Year 11 who are allowed a mobile phone in School they must be switched off at all times between other than during supervised periods of teaching and learning or during social times such as during morning break and lunchtime.

If you find that a girl in Year 11 has her phone switched on during a lesson (unless authorised), Registration or between lessons or uses it in any way which breaches the mobile phone code of conduct, please confiscate it and pass it to the Head of Pastoral Care with a note of the circumstances. The first offence usually results in a warning. On a second offence, or a serious first offence the girl is banned from bringing her phone to School for three months. The Head of Pastoral Care writes to her parents to explain the reason for the ban. Warnings stand until the end of Year 11. All Year 11 pupils and their parents have signed a BYOD Acceptable Use Agreement. Pupils in Year 10 and their parents have signed a BYOD Acceptable Use Agreement to allow them to bring laptops into School;

- Missing lessons: Report to Head of Year;
- Persistent lateness to lessons: Report to Form Tutor or Head of Year;
- Eating in corridors: Please confiscate snack food, place it in the staffroom fridge and ask the girl to collect at the end of the day. Please do not confiscate a whole lunch as the pupils need to eat. If necessary treat as disobedience and report to the Head of Year or Head of Pastoral Care;
- Jewellery other than single stud in each ear lobe: Please confiscate, seal into an envelope with the girl's name and pass to the Head of Year. Hair clips should be subtle. Scrunchies and hairbands should be navy;
- Make-up and nail varnish: The girl should be asked to remove it. Heads of Year and the School Matrons have nail varnish remover and make-up remover. Persistent offenders are being disobedient, and should be treated as such;

- In the event of a physical incident involving two pupils, staff may intervene in accordance with guidance given in the **‘Whole School Safeguarding (Including Child Protection) Policy and Procedures’**, and **‘Whole School Physical Intervention (Restraint) Policy and Procedures’**;
- In the case of bullying, guidance is given in the **‘Whole School Anti-Bullying Policy and Procedures’** and the full range of sanctions is available to deal with this misbehaviour;
- Where the misbehaviour is exhibited by a pupil who is on the school’s SEND register, the Head of Pastoral Care will liaise with those staff concerned to ensure that reasonable adjustments are made for these pupils if appropriate.

Regular pastoral team meetings take place, attended by the Deputy Head (who is the Designated Safeguarding Lead), Heads of Year, SENCo and the Head of Pastoral Care (Senior School) in which any behavioural issues are discussed and any patterns identified. The well-being of pupils is paramount and therefore any support needed to assist a pupil is considered and the implementation of this support agreed. Daily or weekly monitoring may be put in place, depending on the individual needs of the pupil.

It is understood that unexpected poor behaviour can be a symptom of unhappiness and/or a cry for help and, therefore all possibilities are considered for the root of this behaviour, such as bullying, abuse, mental health, SEND etc. The Behaviour and Sanctions Log is reviewed on a half-termly basis by the Headmaster and SLT.

8. Remit of Policy:

This Policy is intended to apply both on and outside School premises to the extent that the behaviour has an impact on the school or wider community or any member thereof.

In line with DfE guidance the school may discipline pupils for non-criminal bad behaviour off-site for:

- misbehaviour when the pupil is:
 - taking part in any School-organised or School-related activity or
 - travelling to or from School or
 - wearing School uniform or
 - in some other way identifiable as a pupil at the School.
- or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the School or
 - poses a threat to another pupil or member of the public or
 - could adversely affect the reputation of the School.

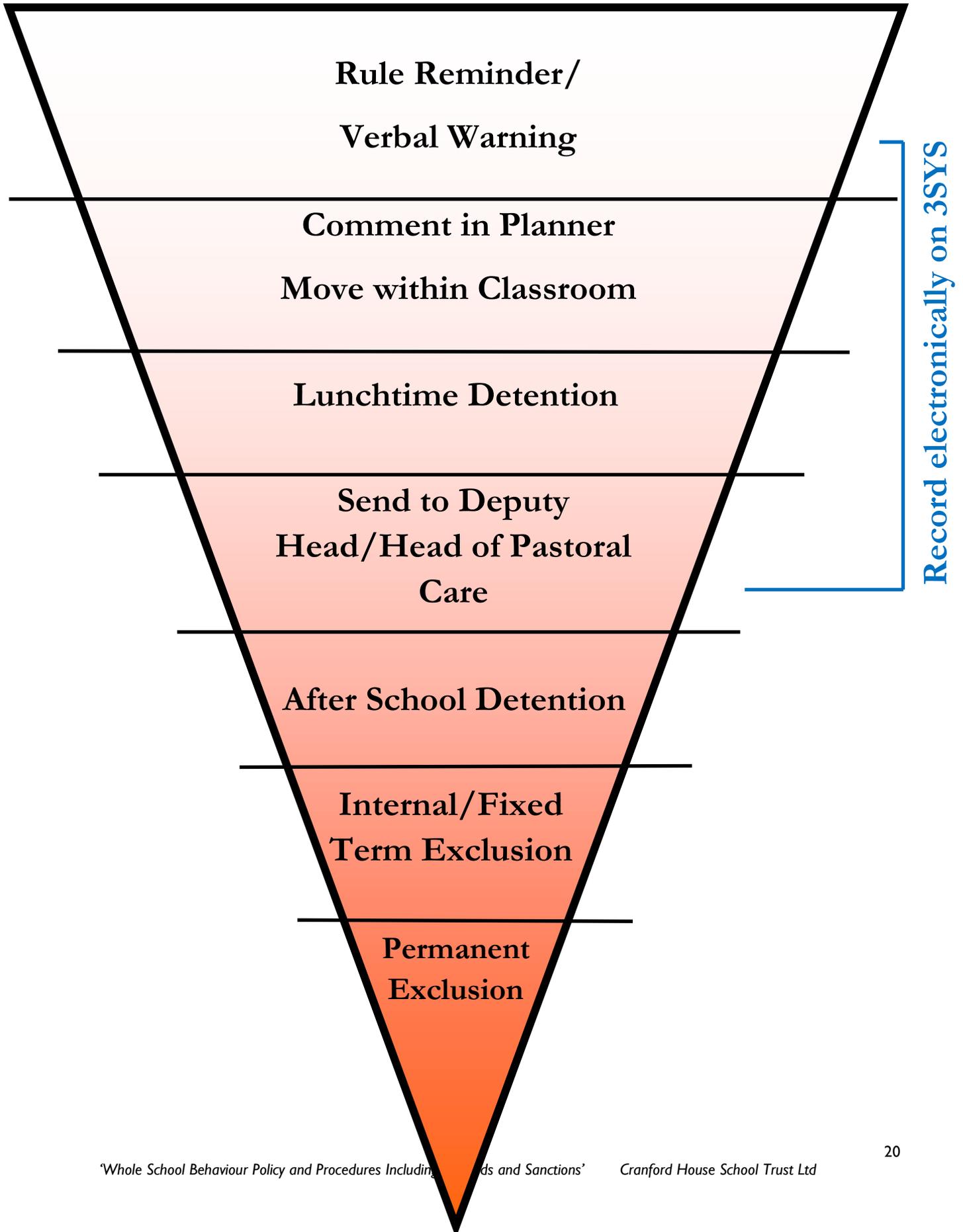
9 Consistency in the Management of Behaviour:

In order to maintain consistency and the highest standards in the management of behaviour, training, support and development is provided to staff through our rolling programme of INSET and Staff Meetings. Weekly Pastoral Team Meetings take place with Heads of Key Stage and Form Tutors in the Junior School and Heads of Year and Form Tutors in the Senior School.

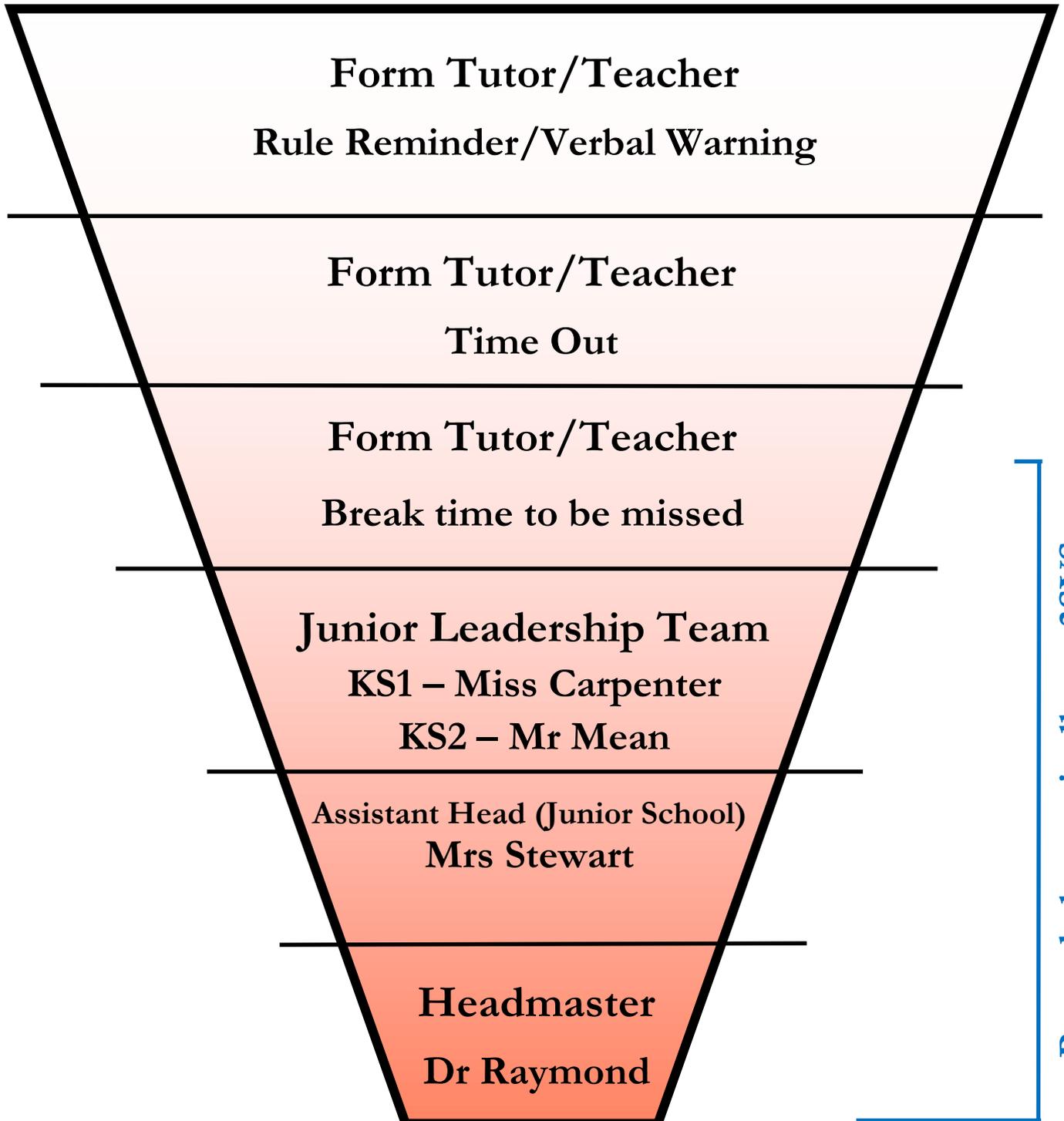
All staff receive a detailed Induction programme that incorporates explanation of the Behaviour Policy and an introduction to recording behaviour through 3SYS. The record of sanctions generated through 3SYS in the Senior school is tracked carefully by the Heads of Year and Head of Pastoral Care to identify patterns and ensure the fair and appropriate use of sanctions.

Each half term SLT cross reference the behaviour patterns in 3SYS against the Bullying and Sanctions Logs to identify patterns and ensure the fair and consistent management of behaviour across the School.

Behaviour Reminder Chart Senior School



**Behaviour Reminder Chart
Junior School**



Rewards Chart

End of Year
Prize Giving

End of Term
Awards

Headmaster's Award

Commendation Postcards

Head Pupils' Award

House Points

Verbal Reward

Record electronically on 3SYS

10 Exclusion:

Please also refer to the '**Whole School Exclusion Policy and Procedures**' for more details.

A pupil may be excluded for a fixed period of time and/or permanently excluded for:

- I. serious breach of the Rules;

Examples of severe breaches of the rules could include but are not limited to:

- (i) drug abuse;
 - (ii) alcohol and tobacco abuse;
 - (iii) theft;
 - (iv) bullying;
 - (v) physical assault/threatening behaviour against pupils or adults;
 - (vi) malicious accusations against staff (please see the '**Whole School Safeguarding (including Child Protection) Policy and Procedures**', '**Whistleblowing Policy and Procedures for Staff**' and '**Staff Code of Conduct**');;
 - (vii) fighting;
 - (viii) sexual harassment;
 - (ix) racist or sexual abuse;
 - (x) abuse on the grounds of religion, disability, SEN, sexuality etc.
 - (xi) sexual misconduct;
 - (xii) damage to property;
 - (xiii) persistent disruptive behaviour;
 - (xiv) parental behaviour;
 - (xv) using pornography.
2. non-payment of fees;
 3. when there have been repeated minor breaches of the Rules;
 4. where a pupil has not responded to other sanctions or pastoral support; or
 5. if in the Headmaster's considered opinion, the behaviour of parents is unreasonable and is likely to affect adversely the pupil or other pupils or staff or to bring the School into disrepute.

This power resides with the Headmaster. It may result from a single major incident, or as a result of an accumulation of serious offences for which other steps have been exhausted.

In the latter case it is essential that the Headmaster has 'evidence', hence the importance attached to having a detailed record of the problems. In the case of severe and persistent bullying, exclusion may also be necessary.

Exclusions may be internal (where the pupil is excluded from lessons and works under the supervision of a member of SLT) or, for more serious offences, exclusion from School.

Such Fixed Period or Permanent Exclusion will be in accordance with the School's published procedure, a copy of which is available in the Staff Section of the VLE or can be obtained from the School Office. In all cases of Fixed Period or Permanent Exclusion full fees will remain payable for the term in which it occurs.

In line with the School Standards and Framework Act 1998, corporal punishment is not used or threatened, nor any punishment which may adversely threaten a child's well-being.

11. Reasonable Adjustments:

The Headmaster for his part undertakes to apply sanctions fairly and, where appropriate, after due investigative action has taken place. In all cases, consideration will be given to special educational needs and disabilities before any sanctions will be administered. The school also acknowledges its other duties in respect of the Equality Act 2010 for safeguarding and respect for pupils with SEN, and that punishment should not breach any other legislation (for example in respect of disability, special educational needs, race, religion and other equalities and human rights) and it must be reasonable in all circumstances.

Reasonable adjustments according to the pupils' personal circumstances will always be made. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity.

Examples of sanctions include: detention (before or after school, or during break/lunch times), withdrawal of privileges, assistance with domestic tasks such as collecting litter, suspension for a specified period, removal or expulsion.

The Behaviour/Sanctions Log includes the name of pupils, Year Group, the date and nature of the misbehaviour and the sanction imposed.

All our Sanctions Records will be kept securely for seven years after the pupil has left the School. They will not be disclosed to any 3rd party, unless required by statutory regulations. The Headmaster keeps a confidential log of all exclusions.

12. Partnership with Parents:

Cranford House prides itself on giving a clear message of right and wrong and mutual tolerance. Parents have an important role in supporting Cranford House School in maintaining high standards of behaviour.

It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard Terms and Conditions.

The School works closely in partnership with parents to sustain and improve a positive approach to behaviour. Parents are regularly invited into School to participate in assemblies, Parents' Forum events and attend Whole School information evenings where we explore topics from how best they can support their child through to issues around e-safety. Advice will be sought from outside agencies (such as GPs, psychotherapists etc.) should any such intervention or support be required.

13. Confiscation of Items from Pupils:

Please see the School's **'Whole School Search and Confiscation Policy and Procedures'** for more details.

When deciding what to do with any confiscated items, staff will follow the guidelines set out in *'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies'* DfE 2014'. This may include:

- returning items after a given period (e.g. items banned from School, such as mobile phones for Junior pupils during the School day.)
- destroying items (e.g. pornography, tobacco, alcohol).
- handing items to the police (e.g. banned substances, knives and weapons, stolen items).

14 Safeguarding:

Providing the highest quality pastoral care for every pupil sits at the heart of our ethos at Cranford House. In applying our behaviour policy staff will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm.

Where this may be the case, school staff should follow the School's **'Whole School Safeguarding (including Child Protection) Policy and Procedures'**. Staff should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the School should consider whether a multi-agency assessment is necessary.

This policy has been re-written from and supersedes the previous 'Whole School Behaviour Policy and Procedures Including Rewards, Sanctions and Exclusions'

January 2017: Headmaster, SLT and Governors
Reviewed: September 2017: Headmaster and SLT
Review Due: September 2018 by Headmaster, SLT and Governors